



SIGN

PERMIT CHECKLIST

PUBLIC WORKS BUILDING DIVISION
206-973-4750

THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED WHEN APPLYING FOR A PERMIT:

- ___ Completed Permit Application
- ___ Receipt of Permit Fee
- ___ Verification of State Contractors State License
- ___ City of SeaTac Business License.

Site Plan (3 copies)

- ___ Scale Plans to Most Appropriate Engineering Scale, 1" = 10' Or 1" = 20'.
- ___ Property Lines, Buildings, Adjacent Streets.
- ___ Location of all Structures on Property.
- ___ Location, Type, Size, and Height of **All** Existing Signs on Property.
- ___ Location of Proposed Sign Including Distance From Property Lines.

Wall Mounted Signs

- ___ Cut Section Showing Mounting Details
- ___ Weight of Sign
- ___ Type of Materials, (size, grade, species, etc.)
- ___ Square Footage of Building Façade (Height x Width).
- ___ Dimensions of Signs
- ___ **Colored renderings** of Sign Elevations

Pole Mounted and Monument Signs

- ___ Dimensions of Signs
- ___ Depth and Width of Footing
- ___ Type of Ground Surface (Concrete, Asphalt, etc)
- ___ Construction Materials (size, grade, species, etc.)
- ___ Cut Section Detail of Signs and Connections
- ___ **Colored renderings** of Sign Elevations

Electronic Reader board Signage

- ___ Dimensions of Signs
- ___ Dimensions of Changing Image of Signs
- ___ Color Elevation
- ___ Certification from Lighting Manufacturer that the Sign Meets the City's Standards for Brightness
- ___ A Copy of the Operating Manuel
- ___ .Sign Brightness in "NITS", (Day and Evening) (Candelas/Square Meter)
- ___ Dimensions of Signs
- ___ Depth and Width of Footing
- ___ Type of Ground Surface (Concrete, Asphalt, etc)
- ___ Construction Materials (size, grade, species, etc.)
- ___ Cut Section Detail of Signs Showing Mounting Connections

Important Notice:

A Separate Electrical Permit Is Required For All Illuminated Sign Installations Where the Branch Wiring is not Existing.

Provide Square Footage of all Existing Signage, Square Footage of all New Signage for all applications.